



## ADVISORY NOTICE

No. 07-001

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**SUBJECT:** NREMT Testing Procedure

**TO:** All Instructor-Coordinators  
All EMT License Applicants

**FROM:** Samuel W. Adams, Training Coordinator  
Division of Emergency Medical Services

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The Rhode Island Department of Health (RIDOH) utilizes the National Registry of Emergency Medical Technicians (NREMT) examination as the basis for Rhode Island EMT-Basic licensure. Please follow the steps below to apply for a Rhode Island EMT-Basic license and register to take your exam through NREMT.

PLEASE NOTE: You must apply to RIDOH for your EMT license and pay your application and examination fees (if applicable) to RIDOH before you can take the NREMT exam. All application and examination fees are paid through RIDOH – you will not need to pay additional examination fees to NREMT.

### STEP 1: Apply for a RI EMT-Basic license and register to test

Applicants for an EMT-Basic license in Rhode Island **must** complete a RIDOH EMT license application and pay all licensure and examination fees (as applicable) to the State of Rhode Island. Applications may be obtained from your EMT course instructor or downloaded from <http://www.health.ri.gov/hsr/professions/apps/>.

### STEP 2: Create a NREMT online account

#### Create Your Account

- Go to <http://www.nremt.org>.
- Click "Login" (found in the blue bar at the top of the page).
- Click "Set Up New Account".
- Complete all information in this section as prompted.
- Request a user role of "Registrant or Candidate" (NOTE: Do not complete any information within the gray box.)
- Read the submission statement, then click "Submit".

#### Login

- Follow the link and login with the username and password you created above.

#### Complete Your Account Information

- Complete all information in the Personal Account Information fields as prompted (NOTE: This information should be identical to that submitted on your RIDOH license application).
- After completing all fields, click "Save" (you should receive a message indicating "Account Saved").

### STEP 3: Apply to take the NREMT online exam

- Click “Create a New Application”.
- Review the Personal Information Summary to make sure all information is correct (to make changes, click “Manage Account Information”).
- Select “Basic” as the application level you wish to complete.
- Review the entry requirements for NREMT registration and check the acknowledgement.
- Complete any statements as prompted.
- Click “Next”.
- Complete all information in this section as prompted

NOTE: For *Program Name*, select your EMS Instructor-Coordinator’s name. *Section Code* is not applicable for Rhode Island applicants.

- Read the acknowledgement and then click “Submit”. Clicking “Submit” is your electronic signature and indicates that you have read, reviewed, and agreed to the acknowledgement.
- Disregard all information with regards to payment of NREMT examination fees. All examination fees (as applicable) are paid through RIDOH (see Step 1 above).

### STEP 4: Authorization to Test

Once you have submitted your RI EMT-Basic license application and completed your online NREMT registration, RIDOH will review your application and notify NREMT when your application is complete and all applicable fees have been paid. Once you have become eligible to test, you will receive an Authorization to Test (ATT) letter via email from NREMT. This letter will contain instructions on how to schedule your test with an authorized testing center.

To check the progress of your NREMT exam registration at any time:

- Login to the NREMT home page using your username and password.
- Click “Candidate Services”
- Click “Check Application Status”
- Three areas of the application process are displayed: Course completion verification; Payment of application fee; Practical skills verification
- Each of the above provides an explanation of the status and who to contact for further assistance, if necessary.

### IMPORTANT NOTES

In some cases, RI EMT-Basic test applicants may not be eligible for NREMT registration. The RI Division of EMS may still approve your application to test based upon your application for RI licensure. Questions regarding NREMT qualifications for NREMT registration should be addressed directly to NREMT.

**You will not be authorized by RIDOH to sit for the written exam unless:**

- 1. You have submitted a complete application for RI EMT licensure; and**
- 2. You have paid all licensure and examination fees (as applicable).**

If you have questions regarding licensure as an EMT-Basic in Rhode Island, contact the Division of Emergency Medical Services at (401)222-2401. If you need additional assistance with the examination process, please contact NREMT at (614)888-4484.